

Facility Services

Thomas Miller, Director

MISSION STATEMENT

To manage Placer County property assets in a responsible manner that maximizes the useful life, the economic opportunity, and the occupancy of buildings, including the following: real property leasing, maintenance and custodial services, infrastructure improvements, and acquisitions and divestitures; all conducted with appropriate fiscal and management oversight.

Appropriation	Actual 2003-04	Position Allocations	BOS Adopted 2004-05	Position Allocations
Building Maintenance	\$ 5,356,319	77	\$ 6,054,178	77
Property Management (Enterprise Fund) *	3,819,083	5	4,805,101	5
Administration & Support	466,176	12	648,759	12
Total:	<u>\$ 9,641,578</u>	<u>94</u>	<u>\$ 11,508,038</u>	<u>94</u>

* Amounts include total operating expenses and fixed assets

CORE FUNCTIONS

Building Maintenance

Provides a broad range of building maintenance, construction, and custodial services, and pays for site utilities (electrical, gas, sewer and water) to facilities owned or leased by Placer County. Proactive maintenance and cleaning of Placer County facilities protects the health of the building occupants, provides a comfortable atmosphere for conducting county business, and protects the County's investment in facilities.

Property Management (DeWitt Development Enterprise Fund)

Provides a variety of real estate services, including leasing, property management, and acquisitions and divestitures of real property. This asset management activity generates revenue from, and provides stewardship over, Placer County real-property assets, and provides comprehensive public information regarding these assets.

Administration & Support

Provide management and administrative support to the operating divisions of the Facility Services Department in carrying out the policy directives of the County Executive Office (CEO) and the Board of Supervisors; and assure the department functions in the most appropriate, effective and efficient manner possible in providing services to the public and other county departments.

FY 2003-04 Major Accomplishments

- Completed accessibility improvements/sidewalks to the Auburn Memorial Hall, C, F and 2nd Streets in the DeWitt Center.
- Installed new siding and re-installed windows on the rear of the Foresthill Community Center extending the useful life span of this facility.
- Completed major remodel of the new Assessor's offices in Tahoe City.
- Completed major remodel of the Tahoe Administration building in Tahoe City.

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- Installed energy-efficient lighting systems in the Main Jail, Central Kitchen, and other office space in DeWitt Center in continued efforts of reducing energy usage.
- Installed ten charging stations for electric vehicles throughout DeWitt Center.
- Installed ten new efficient HVAC equipment to county office space to reduce energy usage.
- Resurface of the Foresthill Memorial Hall parking lot.
- Completed the real-property acquisition and other associated transactions to secure the South Placer Justice Center property located in Roseville.
- Completed the sale of surplus county property on Epperle Lane (the Old Juvenile Hall site).
- Completed a Placer Legacy acquisition of the 961 acre Spears Ranch property, which will become a key element of the County Parks System.
- Completed acquisition of the Health and Human Services Tahoe Clinic property in Kings Beach.
- Managed all aspects of the County's occupancy in 53 leased buildings comprising 224,260 square feet. These leases represent an annual county expenditure of \$3.15 million dollars in rent. Management entails reviewing routine and emergency issues diligently and in a timely manner, calculating rental adjustments, tracking and negotiating lease renewals, and coordinating departmental occupancy of these facilities.
- Continued to manage the DeWitt Center as a productive county asset by maintaining a 93% occupancy rate in the original buildings. These 67 leases, comprising 205,520 square feet of space, generate annual revenues of approximately \$824,650 used to fund infrastructure and improvement projects in the complex.

FY 2004-05 Planned Accomplishments

- Continue efforts to upgrade county facilities to provide safety improvements. Specific improvements are planned for Second Street and Third Street.
- Install new modular office and ramp at the Animal Control facility.
- Continue HVAC equipment upgrades/replacements and lighting upgrades to help curtail rising energy costs.
- Continue identifying and improving Americans with Disabilities Act (ADA) accessibility to county facilities.
- Complete the acquisition of several properties for Placer Legacy, including Didion Ranch near Auburn and the Gould Property in Cisco Grove.
- Complete trail easement negotiations and real property acquisitions for a trail which is planned to follow the North Fork of the American River.
- Complete the sale of surplus county property on Maple Street in Auburn.
- Provide superior customer service throughout the leasing process, beginning with the location of a facility through to departmental occupancy. Goals include the rapid identification of alternatives, seamless integration of consultants to efficiently provide tenant-improvement design services, and effective e communications to keep client departments apprised throughout the process.

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Department Comments

The Building Maintenance Division is responsible for maintaining and cleaning county facilities. The budget constraints for FY 2004-05 present significant challenges in providing acceptable levels of service. The department is confident that maintenance levels will be maintained by redirecting efforts from project-related work, and by identifying and implementing strategies to improve efficiencies. Custodial service levels may be decreased as a result of decreased revenues; however, the department will work to cost-effectively provide service levels that ensure clean, healthy work environment for county staff and the public. The department continues to emphasize the importance of training for staff to meet the challenge of keeping up with evolving technologies, particularly in the HVAC, fire suppression/detection, and security areas.

The Property Management Division faces similar challenges in absorbing mandated increases in salaries and benefits, while meeting the commitments of an expanding workload. This fiscal year, the retirement of a key staff member has complicated the addition of Placer Legacy acquisition projects, which include responsibilities that are outside the historical workload of the division. The Spears Ranch acquisition and Epperle sale projects consumed significant staff resources, while the division continued to perform required property-management services associated with 53 private leases and 67 leases in the DeWitt Center. To enable Facility Services to track and forecast county electricity costs, the division has requested funding to implement a utility management software system. A key element of this system is its integration with Electronic Data Interchange (EDI) software, which will permit Facility Services staff to receive, audit and pay approximately 400 PG&E bills, without the necessity of manual key-entry. The flexibility of EDI, as a generic platform for financial communication, permits its ultimate expansion to include most departments and a wide variety of vendors including Aventis, McKesson Drug, Graybar Electric, and Unisource.

County Executive Comments And Recommendations

The recommended *Building Maintenance* budget represents no net increase over FY 2003-04. The department's cost saving strategy incorporates reductions in service levels and deferral of non-essential projects, equipment purchases and vehicle replacements to achieve the recommended target budget. The department proposes to achieve the base budget by absorbing significant increases in labor and related costs, including employee benefits and workers compensation. Seven allocated positions (three maintenance and four custodial positions) currently unfilled or proposed for retirement will remain vacant. Recommended expenditures will cover increased employee group insurance and workers compensation for active employees plus significant increases in refuse disposal costs. Increases are offset by reductions in maintenance materials and supplies and county professional services due to deferral of non-essential maintenance projects. Recommended professional services will fund ongoing routine maintenance, a contract to meet more stringent fire-system inspection and maintenance requirements, funding to reroof the Tahoe Administrative Center, and maintenance of the HVAC systems at the Auburn Main Jail, Juvenile Hall and County Finance and Administration Building (FAB). Requested but not recommended is the acquisition of a forklift (\$30,000) that was approved for purchase in late FY 2003-04 after the department's requested budget was submitted. Utilities constitute a majority of the services and supplies budget and although utility increases are not anticipated at this time, these may need to be adjusted at a later date should energy costs increase significantly. This budget charges various county department budgets for utilities, building maintenance, major improvements and special and custodial services. The budget also receives revenue from rents paid by community groups and individuals for use of the memorial halls, from miscellaneous county departments, and from the DeWitt Enterprise Fund and the Redevelopment Agency for maintenance, custodial services and utilities.

The *DeWitt Development Enterprise Fund* includes reductions in expenditures and increases in revenues that permit the fund to absorb rising salary and benefit costs without requesting an increase in the annual General Fund contribution to this budget. Recommended services and supplies include a \$23,000 supplemental request to cover the cost of professional services associated with the Placer Legacy Program. A majority of this increase will be derived from prior year carryover funds. Supplemental requests not recommended at this time include an additional \$22,000 to reimburse salaries and benefits and \$50,000 for County Counsel services associated with Placer Legacy acquisitions.

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Also, not recommended at this time is an Energy Management and Electronic Data Interchange (EDI) program (\$30,000). The EDI program may be recommended as an adjustment to the final budget pending completion of a system compatibility analysis and further justification from the department. Recommended funding will provide for various DeWitt projects, including improvements that may be required under the American with Disabilities Act (\$120,788), HVAC and waterline replacement (\$475,000), lead and asbestos abatement (\$145,000), building demolition (\$100,000), parking and road improvements (\$120,000), water-plant removal (\$75,000), Building 430 improvements (\$100,000), DeWitt energy generation (\$200,000) and roof repairs and replacements (\$25,000). General Fund departments occupy a significant amount of space at the DeWitt Center. To offset these costs, the General Fund will contribute \$1,335,000 toward rent space and \$125,000 for utility usage for FY 2004-05. Revenues are also generated from private-property leases (\$887,850), reimbursements for maintenance projects (\$624,897) and from interest earned on cash fund balances (\$94,000). The net county cost will come from the estimated fund balance carryover from FY 2003-04 or from reserve cancellations.

The *Facility Services Administration* budget is recommended at more than the target budget level. Approved salary and benefit increases are slightly offset by reductions in special department expenses, computer and software costs, and information technology professional services. This budget charges the Facility Services divisions and the County Building Fund for administrative support and receives revenue for the same from the DeWitt Enterprise Fund, Solid Waste Management, the Western Placer Waste Management Authority, the Eastern Regional Landfill, Special District Services, Sewer Maintenance Districts and various County Service Areas to arrive at a zero net county cost.

Final Budget Changes from the Proposed Budget

A total of \$15,000 is being rebudgeted in the *Building Maintenance* budget to provide for an HVAC system upgrade.

The *DeWitt Development Enterprise Fund* has adjustments include travel and training for property management staff and increases to various Dewitt Development projects (\$727,600). A decrease in the fund's contribution to Building Fund projects will more than offset these increases and enable the department to reserve the remaining carryover of \$10,616 for plant improvements.

Facility Services Administration

None

BUILDING MAINTENANCE FUND 100 / APPROPRIATION 10650

	Actual 2002-03	Actual 2003-04	Requested 2004-05	Recommended 2004-05	Change %	Adopted 2004-05
Expenditures						
Salaries and Employee Benefits	\$ 4,260,993	\$ 4,255,443	\$ 4,916,778	\$ 4,916,778	16%	\$ 4,916,778
Services and Supplies	3,949,147	3,909,317	3,888,170	3,918,170	0%	3,933,170
Other Charges	15,402	15,402	19,250	19,250	25%	19,250
Capital Assets	3,686	35,034	30,000	-	-100%	-
Intra Fund Charges	263,770	326,815	382,377	382,377	17%	382,377
Gross Budget:	8,492,998	8,542,011	9,236,575	9,236,575	8%	9,251,575
Intra Fund Credits	(3,242,463)	(3,185,692)	(3,197,397)	(3,197,397)	0%	(3,197,397)
Net Budget:	\$ 5,250,535	\$ 5,356,319	\$ 6,039,178	\$ 6,039,178	13%	\$ 6,054,178
Revenue						
Revenue from Use of Money and Property	\$ 32,585	\$ 37,323	\$ 32,585	\$ 32,585	-13%	\$ 32,585
Intergovernmental Revenue	-	364	-	-	-100%	-
Charges for Services	1,173,319	1,435,008	1,618,582	1,618,582	13%	1,618,582
Miscellaneous Revenue	2,487	5,812	-	-	-100%	-
Total Revenue:	1,208,391	1,478,507	1,651,167	1,651,167	12%	1,651,167
Net County Cost:	\$ 4,042,144	\$ 3,877,812	\$ 4,388,011	\$ 4,388,011	13%	\$ 4,403,011
Allocated Positions	77	77	77	77	0%	77

Administration & Financial Services

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CORE FUNCTION: BUILDING MAINTENANCE

Maintenance of County Facilities & Veteran Memorial Halls Program

Program Purpose: To provide well maintained facilities and to fund building utility services so that Placer County employees and the public are safe and comfortable in their work environment and while conducting county business.

Total Expenditures: \$2,713,203
Utility Expenditures: \$2,247,386

Total Staffing: 25.0
Total Staffing: 0

- **Key Intended Outcome:** Visitors and employees are provided with comfortable, well-maintained facilities.

Maintenance of County Facilities & Veteran Memorial Halls Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of maintenance service requests received annually/% of maintenance service requests responded to and completed within five working days	5,253 / 95%	4,581 / 95%	N/A
# of kilowatt-hours (KWA) used per square foot / % of change in kilowatt-hours per square foot compared to prior year	24.58 KWA / N/A%	26.30 KWA / 6.77%	25.00 KWA / <4.9%>
# of square feet maintained per maintenance employee	53,071	55,379	N/A

Program Comments: Amount of service request received and responded to shows the daily workload of maintenance personnel and their response to calls. Number of KWA's used will reflect if energy conservation efforts reduce KWA's. Square feet maintained will reflect the growth in the County.

Custodial Services Program

Program Purpose: To provide Placer County employees and the public a clean environment, protecting their health and safety in a responsive manner.

Total Expenditures: \$3,204,543

Total Staffing: 45.0

- **Key Intended Outcome:** Employees and the public are provided a clean environment in which to conduct business.

Custodial Services Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of square feet of general office space maintained per custodian	N/A	24,939	23,000
# of square feet of historic/Library space maintained per custodian	N/A	23,209	23,000
% of Veteran Hall users who rate condition and cost as adequate or better	N/A	N/A	N/A

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Program Comments: Twenty thousand square feet is standard for service and that increasing square feet will affect level of service and historic/library space commonly require a higher level of service due to usage.

Building Maintenance Facility Improvements Program

Program Purpose: To provide labor, including use of inmate labor, and materials for small-scale construction projects in facilities owned or leased by the County in order to provide cost-effective facility improvements.

Total Expenditures: \$1,071,443

Total Staffing: 8.0

- **Key Intended Outcome:** Cost-effective facility improvements.

Building Maintenance Facility Improvements Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
% of projects completed within projected time frames	N/A	100%	100%
% of projects completed within project budget	N/A	100%	100%
# of trustee hours used per quarter	N/A	27,776	N/A

Program Comments: Efficiency in the facility improvements crew and the number of trustee hours used per quarter that shows an overall savings to the County.

PROPRIETARY FUND

DEWITT DEVELOPMENT

ENTERPRISE FUND

FUND 220600 / APPROPRIATION 06200

	Actual 2002-03	Actual 2003-04	Requested 2004-05	Recommended 2004-05	Change %	Adopted 2004-05
Operating Expenses						
Salaries and Employee Benefits	\$ 367,304	\$ 304,987	\$ 454,773	\$ 454,773	49%	\$ 454,773
Services and Supplies	2,220,277	1,956,376	2,413,977	2,333,977	19%	2,335,577
Other Charges	482,288	430,820	335,004	335,004	-22%	335,004
Other Financing Uses	(64,562)	1,126,900	333,747	333,747	-70%	333,747
Appropriations for Contingencies	-	-	50,000	50,000	100%	50,000
Total Operating Expenditures:	\$ 3,005,307	\$ 3,819,083	\$ 3,587,501	\$ 3,507,501	-8%	\$ 3,509,101
Revenue						
Revenue from Use of Money and Property	\$ 988,470	\$ 968,130	\$ 981,850	\$ 981,850	1%	\$ 981,850
Intergovernmental Revenue	-	-	-	-	0%	-
Charges for Services	429,120	407,644	405,317	333,317	-18%	333,317
Miscellaneous Revenue	470,096	267,326	291,580	291,580	9%	291,580
Other Financing Sources	2,035,074	1,763,002	1,460,000	1,460,000	-17%	1,460,000
Special Items	-	-	-	-	0%	-
Residual Equity Transfers	-	-	-	-	0%	-
Total Revenue:	3,922,760	3,406,102	3,138,747	3,066,747	-10%	3,066,747
Net Income (Loss)	\$ 917,453	\$ (412,981)	\$ (448,754)	\$ (440,754)	7%	\$ (442,354)
Fixed Assets	\$ 198,587	\$ -	\$ 1,360,788	\$ 1,360,788	100%	\$ 1,296,000
Allocated Positions	5	5	5	5	0%	5

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CORE FUNCTION: PROPERTY MANAGEMENT

Private Property Leasing Program

Program Purpose: To identify opportunities, negotiate agreements, coordinate occupancies, and perform management services for lease of private buildings when county operations cannot be accommodated within existing county facilities.

Total Expenditures: \$900,589

Total Staffing: 0.91

- **Key Intended Outcome:** Secure leases commensurate with the average regional rate.

Private Property Leasing Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of existing expense leases managed (quantity/square feet)	52 / 222,258	53 / 221,258	53 / 224,258
# of existing expense leases managed per staff	17.3	26.5	17.7
# of new expense leases negotiated (all regions)	5	5	3
# average new expense lease rent (net per square foot for Roseville/Rocklin region)	N/A	N/A	N/A
% variance from Regional Median Rate (1)	N/A	N/A	N/A
% of customers who rate property-leasing services as good or better	N/A	N/A	N/A

Program Comments: An anticipated retirement, and the associated reduction in staffing, has placed a heavy lease management workload on the remaining members of Property Management. We project fewer negotiations for new leases next year, yet downsizing or departmental reconfigurations could require increased project management of tenant improvements. Staff is working to develop benchmark data for regional lease costs, and a customer survey that will help us track the quality of our Private Property Leasing services.

Property Acquisition Program

Program Purpose: To identify, evaluate, negotiate, and secure real property in support of county operations, programs and goals. (e.g. property for parks, libraries, and Placer Legacy programs)

Total Expenditures: \$534,415

Total Staffing: 0.54

- **Key Intended Outcome:** Acquire property commensurate with the appraised values.

Property Acquisition Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of completed property acquisitions (quantity/cost)	0 / 0	3 / \$5.55 M	3 / \$790,000
% comparison, acquisition price vs. fair market value.	N/A	100%	100%
# ongoing acquisition projects	2	7	3
# work hours expended on acquisition projects, per period	202	803	900

Program Comments: The new responsibilities associated with Placer Legacy acquisitions represent a significant workload that comes at a time of reduced staffing. We project a reduced number of acquisitions in the coming fiscal

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year. The experience gained in FY 2003-04, and the resumption of full staffing, should enable us to streamline the acquisition process.

DeWitt Management Program

Program Purpose: To manage the DeWitt Center property in order to produce revenue to maintain infrastructure and fund capital projects in support of the development of the Placer County Government Center.

Total Expenditures: \$732,347

Total Staffing: 0.74

- **Key Intended Outcome:** Maintain 100% occupancy of available lease space.

DeWitt Management Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of existing revenue leases managed (quantity/square feet)	68 / 209,565	63 / 198,292	67 / 205,524
# of existing revenue leases managed per staff member	22.6	31.5	22.3
% of lease space occupied	95%	90%	95%
\$ amount of revenue generated	\$891,197	\$884,217	\$887,850
% change in revenue over prior year	101%	99%	101%

Program Comments: DeWitt tenancy continues to be stable, with only a minor amount of turnover. Given the nature of our many long-term tenants, we project a modest increase in annual revenue. The work that Building Maintenance performs for the DeWitt Enterprise Fund continues to maintain these leased buildings in good condition, and we project no major renovations in the coming fiscal year.

County Property Management Program

Program Purpose: To manage and lease Placer County-owned properties, sell surplus property, and research and respond to inquiries raised by the public, other agencies, and county departments.

Total Expenditures: \$2,780,938

Total Staffing: 2.81

- **Key Intended Outcome:** To manage, lease, and sell property to achieve the greatest value to the County, and to respond to inquiries in a timely fashion.

County Property Management Indicators:	Actual 2002-03	Actual 2003-04	Target 2004-05
# of existing revenue leases managed quarterly	15	18	15
# of existing revenue leases managed per staff member	15	18	15
\$ total rent from leasing county-owned non-DeWitt properties	\$31,000	\$40,468	\$31,000
# of surplus properties sold	0	0	0
% comparison, sales price vs. fair market value.	N/A	N/A	N/A
# of calls regarding county property that are unrelated to ongoing projects	N/A	N/A	N/A

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Program Comments: The division continues to manage a number of long-standing leases that generate this modest income for the County. We project completion of two surplus property sales in the current fiscal year, and none for the next fiscal year. A major component of this program includes our responses to citizens' questions about county property. To better illustrate this service to the public, we are beginning to collect data that will show the volume of diverse inquiries we receive.

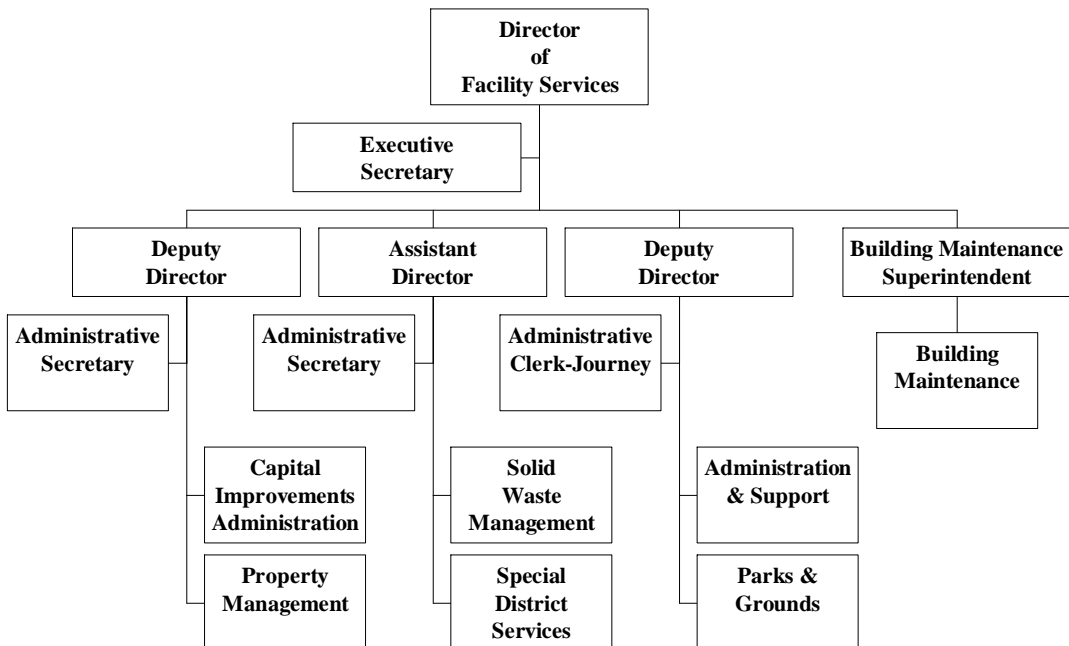
ADMINISTRATION & SUPPORT FUND 100 / APPROPRIATION 11250

	Actual 2002-03	Actual 2003-04	Requested 2004-05	Recommended 2004-05	Change %	Adopted 2004-05
Expenditures						
Salaries & Employee Benefits	\$ 749,983	\$ 802,200	\$ 1,035,617	\$ 1,035,617	29%	\$ 1,035,617
Services and Supplies	63,814	65,501	64,287	64,287	-2%	64,287
Intra Fund Charges	32,896	28,917	39,738	39,738	37%	39,738
Gross Budget:	<u>846,693</u>	<u>896,618</u>	<u>1,139,642</u>	<u>1,139,642</u>	27%	<u>1,139,642</u>
Intra Fund Credits	(418,063)	(430,442)	(490,883)	(490,883)	14%	(490,883)
Net Budget:	<u>\$ 428,630</u>	<u>\$ 466,176</u>	<u>\$ 648,759</u>	<u>\$ 648,759</u>	39%	<u>\$ 648,759</u>
Revenue						
Charges for Services	\$ 494,906	\$ 485,484	\$ 648,759	\$ 648,759	34%	\$ 648,759
Miscellaneous Revenue	-	86	-	-	-100%	-
Total Revenue:	<u>494,906</u>	<u>485,570</u>	<u>648,759</u>	<u>648,759</u>	34%	<u>648,759</u>
Net County Cost:	<u>\$ (66,276)</u>	<u>\$ (19,394)</u>	<u>\$ -</u>	<u>\$ -</u>	-100%	<u>\$ -</u>
Allocated Positions	12	12	12	12	0%	12

Program Purpose: Provide management and administrative support for all operating divisions of the Facility Services Department, including such tasks as processing payroll, paying invoices, maintaining personnel processes and procedures, managing contracts and maintaining capital projects. Provide financial support for the Western Placer Waste Management Authority.

Allocation of Administration and Support Expenditure Budget	Amount	Percent
Building Maintenance	\$ 192,599	17
Property Management	117,383	10
Parks & Grounds Services	139,036	12
Special District Services	159,550	14
Solid Waste Management	91,171	8
Eastern Regional Landfill	7,977	1
Capital Improvements	146,786	13
Western Placer Waste Management	125,361	11
Other	159,778	14
Total	\$1,139,642	100%

FACILITY SERVICES DEPARTMENT



**FACILITY SERVICES DEPARTMENT
APPROPRIATION SUMMARY
Fiscal Year 2004-05**

ADMINISTERED BY:

DIRECTOR OF FACILITY SERVICES

Appropriations	FY 2003-04		FY 2004-05	
	Actual	Position Allocations	BOS Approved Budget	Position Allocations
GENERAL FUND				
Building Maintenance	\$ 5,356,319	77	\$ 6,054,178	77
Facility Services Administration	466,176	12	648,759	12
Parks & Grounds Maintenance	2,464,422	33	3,434,831	33
Subtotal General Fund	\$ 8,286,917	122	\$ 10,137,768	122
OTHER OPERATING FUNDS				
Capital Improvements - Fund 140	\$ 7,773,935	16	\$ 65,668,942	16
Capital Projects Securitization - Fund 141	2,358,367	0	42,145,709	0
Subtotal Other Operating Funds	\$ 10,132,302	16	\$ 107,814,651	16
ENTERPRISE FUNDS				
Eastern Regional Landfill* - Fund 220/400	\$ 1,124,393	0	\$ 1,974,355	0
ERSLA Post Closure* - Fund 220/404	-	0	180,000	0
Solid Waste Management* - Fund 220/450	1,735,382	19	2,656,648	21
Dewitt Development* - Fund 220/600	3,819,083	5	4,805,101	5
Subtotal Enterprise Funds	\$ 6,678,858	24	\$ 9,616,104	26
INTERNAL SERVICE FUND				
Special District Services* - Fund 260/800	\$ 4,733,495	43	\$ 5,492,540	43
TOTAL ALL FUNDS	\$ 29,831,572	205	\$ 133,061,063	207

*Budget includes total operating expenses and fixed assets.

Building Maintenance

General Fund

Fund: 100

Subfund: 0

Appropriation: 10650

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	5,033		1,500	1,500	1,500
1002 Salaries and Wages	2,823,429	2,746,720	2,939,942	2,963,529	2,963,529
1003 Extra Help	63,147	95,425	62,091	38,504	38,504
1005 Overtime & Call Back	19,482	18,927	23,057	23,057	23,057
1006 Sick Leave Payoff	60,055	9,116			
1007 Comp for Absence-Illness	4,006				
1300 P.E.R.S.	187,832	269,247	575,348	575,348	575,348
1301 F.I.C.A.	225,302	218,128	231,419	231,419	231,419
1310 Employee Group Ins	441,189	468,470	622,427	622,427	622,427
1315 Workers Comp Insurance	431,518	429,410	460,994	460,994	460,994
Total Salaries & Benefits	4,260,993	4,255,443	4,916,778	4,916,778	4,916,778
Services & Supplies					
2017 Uniforms	6,006	2,502			
2050 Communications - Radio	39				
2051 Communications - Telephone	70,284	75,072	63,895	63,895	63,895
2085 Household Expense	263,665	106,809	100,849	100,849	100,849
2086 Refuse Disposal	102,669	245,393	246,854	246,854	246,854
2273 Parts	7,258	1,410			
2290 Maintenance - Equipment	22,651	9,232	8,989	8,989	8,989
2404 Maintenance Services	(316)				
2405 Materials - Bldgs & Impr	482,108	486,550	502,105	532,105	532,105
2406 Maintenance - Janitorial	(249)				
2481 PC Acquisition	10,797	13,847	10,200	10,200	10,200
2511 Printing	4,416	5,645	500	500	500
2512 Laundry/Dry Cleaning	11,103	16,272	26,958	26,958	26,958
2521 Operating Supplies		74	4,200	4,200	4,200
2522 Other Supplies		130			
2523 Office Supplies & Exp	8,034	7,130	23,200	23,200	23,200
2524 Postage	1,364	1,143	6,225	6,225	6,225
2555 Prof/Spec Svcs - Purchased	388,830	451,587	335,950	335,950	350,950
2556 Prof/Spec Svcs - County	3,483	1,123			
2701 Publications & Legal Notices	274	1,300	575	575	575
2709 Rents & Leases - Computer SW	21,710	22,829	22,829	22,829	22,829
2710 Rents & Leases - Equipment	10,687	15,174	8,500	8,500	8,500
2727 Rents & Leases - Bldgs & Impr	5,721	5,973	18,050	18,050	18,050
2744 Small Tools & Instruments	18,333	19,912	12,525	12,525	12,525
2770 Fuels & Lubricants	824	1,189	2,323	2,323	2,323
2809 Rents and Leases-PC	9,984	2,173	6,000	6,000	6,000
2838 Special Dept Expense-1099 Repor	7,009	20,726			
2840 Special Dept Expense	41,251	36,300	37,280	37,280	37,280
2844 Training	7,326	3,285	4,000	4,000	4,000
2920 Inventory Purchases	7,001				
2931 Travel & Transportation	3,339	5,045	7,846	7,846	7,846
2932 Mileage	8,813	6,050	6,810	6,810	6,810
2941 County Vehicle Mileage	170,443	196,306	184,121	184,121	184,121
2965 Utilities	2,254,290	2,149,136	2,247,386	2,247,386	2,247,386
Total Services & Supplies	3,949,147	3,909,317	3,888,170	3,918,170	3,933,170
Other Charges					
3810 Lease Purchase Principal	15,402	15,402	16,000	16,000	16,000
3830 Lease Purchase Interest			3,250	3,250	3,250
Total Other Charges	15,402	15,402	19,250	19,250	19,250
Fixed Assets					
4451 Equipment	3,686	35,034	30,000		
Total Fixed Assets	3,686	35,034	30,000		

Building Maintenance

General Fund

Fund: 100

Subfund: 0

Appropriation: 10650

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
Charges From Departments					
5310 I/T Employee Group Insurance	63,757	105,297	166,624	166,624	166,624
5550 I/T - Administration	182,043	189,663	192,975	192,975	192,975
5552 I/T - MIS Services		130	12,180	12,180	12,180
5556 I/T - Professional Services	17,845	31,550	10,598	10,598	10,598
5844 I/T Training	125	175			
Total Charges From Departments	263,770	326,815	382,377	382,377	382,377
Gross Budget	8,492,998	8,542,011	9,236,575	9,236,575	9,251,575
Less: Charges to Departments					
5002 I/T - County General Fund	(1,181,923)	(1,108,396)	(979,224)	(979,224)	(979,224)
5004 I/T - Road Fund	(114,479)	(92,974)	(112,454)	(112,454)	(112,454)
5008 I/T - County Office Bldg Fund	(374,561)	(344,955)	(565,709)	(565,709)	(565,709)
5009 I/T - County Library Fund	(3,744)	(6,672)	(749)	(749)	(749)
5011 I/T - Public Safety Fund	(1,567,756)	(1,632,695)	(1,539,261)	(1,539,261)	(1,539,261)
Total Charges to Departments	(3,242,463)	(3,185,692)	(3,197,397)	(3,197,397)	(3,197,397)
Net Budget	5,250,535	5,356,319	6,039,178	6,039,178	6,054,178
Less: Revenues					
6965 Rents & Concessions	(32,585)	(37,323)	(32,585)	(32,585)	(32,585)
7479 Other Govts-Trial Courts		(364)			
8196 Buildings & Grounds Services	(1,167,531)	(1,434,918)	(1,613,082)	(1,613,082)	(1,613,082)
8212 Other General Reimbursement	(5,788)	(90)	(5,500)	(5,500)	(5,500)
8755 Donation		(3,000)			
8761 Insurance Refunds	(630)	(162)			
8762 State Compensation Insurance R	(1,820)				
8764 Miscellaneous Revenues		(2,650)			
8774 Inventory Sales	(37)				
Total Revenues	(1,208,391)	(1,478,507)	(1,651,167)	(1,651,167)	(1,651,167)
Net County Cost	4,042,144	3,877,812	4,388,011	4,388,011	4,403,011

Fund: 220 Facilities Fund
Subfund: 600 Dewitt Development
Budget Unit: 6200 Dewitt Development

Approved
Adopted by
the Board
of Supervisors
2004-05
(6)

Operating Detail (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Department Request 2004-05 (4)	Recommended by C.E.O. 2004-05 (5)	Approved Adopted by the Board of Supervisors 2004-05 (6)
Operating Income					
6961 DeWitt Property Rent			887,850	887,850	887,850
8193 Other Services	118,596	103,088	99,700	99,700	99,700
8212 Other General Reimbursement	310,524	304,556	305,617	233,617	233,617
8764 Miscellaneous Revenues			291,580	291,580	291,580
Total Operating Income	429,120	407,644	1,584,747	1,512,747	1,512,747
Operating Expenses					
1002 Salaries and Wages	272,501	249,039	313,439	313,439	313,439
1004 Accr Compensated Leave	22,369	(21,030)			
1005 Overtime & Call Back	2,181	3,041	5,068	5,068	5,068
1300 P.E.R.S.	18,641	25,474	62,427	62,427	62,427
1301 F.I.C.A.	20,911	19,243	24,366	24,366	24,366
1310 Employee Group Ins	29,409	27,982	43,333	43,333	43,333
1315 Workers Comp Insurance	1,292	1,238	6,140	6,140	6,140
2051 Communications - Telephone	5,211	4,887	7,599	7,599	7,599
2085 Household Expense	381				
2140 Gen Liability Ins	3,900	6,665	6,268	6,268	6,268
2290 Maintenance - Equipment			6,000	6,000	6,000
2310 Employee Benefits Systems	6,974	10,443	13,234	13,234	13,234
2405 Materials - Bldgs & Impr	642	214	50,000	50,000	50,000
2439 Membership/Dues	1,021	717	1,830	1,830	1,830
2481 PC Acquisition	1,932	5,821			
2511 Printing	1,283	2,108	1,800	1,800	1,800
2522 Other Supplies	43	14	470	470	470
2523 Office Supplies & Exp	4,077	2,521	5,500	5,500	5,500
2524 Postage	1,367	1,458	1,950	1,950	1,950
2550 Administration	102,962	90,431	117,584	117,584	117,584
2555 Prof/Spec Svcs - Purchased	187,573	158,726	141,540	141,540	141,540
2556 Prof/Spec Svcs - County	866,644	1,205,313	1,490,348	1,440,348	1,440,348
2701 Publications & Legal Notices	72	442			
2709 Rents & Leases - Computer S	6,555	8,373	7,949	7,949	7,949
2710 Rents & Leases - Equipment			1,000	1,000	1,000
2727 Rents & Leases - Bldgs & Impr	27,292	20,897	31,580	31,580	31,580
2744 Small Tools & Instruments		142	300	300	300
2809 Rents and Leases-PC	3,649	1,866			
2840 Special Dept Expense	6,916	3,010	36,768	6,768	6,768
2844 Training	1,244		3,030	3,030	4,630
2931 Travel & Transportation	41		200	200	200
2932 Mileage	880	724	1,200	1,200	1,200
2941 County Vehicle Mileage	66		200	200	200
2965 Utilities	989,552	431,604	487,627	487,627	487,627
3701 Equipment Depreciation	2,200	2,200	2,200	2,200	2,200
3702 Bldg & Impr Depreciation	477,414	425,946	330,130	330,130	330,130
3704 Infrastructure Depreciation	2,674	2,674	2,674	2,674	2,674
3775 Operating Transfer Out	(475,888)				
3780 Contrib to Other Funds	86,326		333,747	333,747	333,747
4151 Buildings & Improvements					200,000
5600 Appropriation for Contingencies			50,000	50,000	50,000
Total Operating Expenses	2,680,307	2,692,183	3,587,501	3,507,501	3,709,101
Net Operating Income (Loss)	(2,251,187)	(2,284,539)	(2,002,754)	(1,994,754)	(2,196,354)
Non-Operating Revenue (Expense)					
3778 Operating Transfer Out - Capital I		(790,788)			
3780 Contrib to Other Funds	(325,000)	(336,112)			
6950 Interest	97,273	79,043	94,000	94,000	94,000
6961 DeWitt Property Rent	891,197	889,087			
8764 Miscellaneous Revenues	470,096	267,326			
8779 Contributions from General Fund	2,035,074	1,460,000	1,460,000	1,460,000	1,460,000
8954 Operating Transfers In		303,002			
Total Non-Operating Revenue (Expense)	3,168,640	1,871,558	1,554,000	1,554,000	1,554,000

County of Placer
State of California
Operations of Enterprise Fund
Operational Statement for the Fiscal Year 2004-05

Fund: 220 Facilities Fund
Subfund: 600 Dewitt Development
Budget Unit: 6200 Dewitt Development

Operating Detail (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Department Request 2004-05 (4)	Recommended by C.E.O. 2004-05 (5)	Approved Adopted by the Board of Supervisors 2004-05 (6)
Net Income (Loss)	917,453	(412,981)	(448,754)	(440,754)	(642,354)
Fixed Assets					
4151 Buildings & Improvements	198,587		1,360,788	1,360,788	1,096,000
4152 Capitalized Building & Improvemen		(389,491)			
Total Fixed Assets	198,587	(389,491)	1,360,788	1,360,788	1,096,000

Facility Services Administration

General Fund

Fund: 100

Subfund: 0

Appropriation: 11250

Budget Category (1)	Actual 2002-03 (2)	Actual 2003-04 (3)	Dept Req 2004-05 (4)	CEO Rec 2004-05 (5)	BOS Adopted 2004-05 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	7,012	1,434	1,500	1,500	1,500
1002 Salaries and Wages	579,988	595,249	702,332	702,332	702,332
1003 Extra Help	2,280	6,668	20,469	20,469	20,469
1005 Overtime & Call Back	694	380	5,000	5,000	5,000
1007 Comp for Absence-Illness		1,851			
1300 P.E.R.S.	38,346	60,066	137,657	137,657	137,657
1301 F.I.C.A.	40,611	42,187	55,294	55,294	55,294
1310 Employee Group Ins	72,218	76,725	102,012	102,012	102,012
1315 Workers Comp Insurance	8,834	17,640	11,353	11,353	11,353
Total Salaries & Benefits	749,983	802,200	1,035,617	1,035,617	1,035,617
Services & Supplies					
2017 Uniforms	12				
2051 Communications - Telephone	18,212	15,574	18,000	18,000	18,000
2140 Gen Liability Ins	2,078	10,399	10,080	10,080	10,080
2439 Membership/Dues	347	307	855	855	855
2481 PC Acquisition	5,019	7,886			
2511 Printing	3,304	4,856	5,000	5,000	5,000
2523 Office Supplies & Exp	6,697	5,461	7,500	7,500	7,500
2524 Postage	1,331	1,028	2,000	2,000	2,000
2555 Prof/Spec Svcs - Purchased	6,095	7,345	5,000	5,000	5,000
2556 Prof/Spec Svcs - County	715	260			
2701 Publications & Legal Notices	647	377			
2709 Rents & Leases - Computer SW	2,566	2,683	1,452	1,452	1,452
2809 Rents and Leases-PC	9,035	2,267			
2840 Special Dept Expense	6,393	4,862	8,000	8,000	8,000
2841 Golden Sierra IR/OJT			4,000	4,000	4,000
2844 Training	410	1,055			
2931 Travel & Transportation	70	109	1,000	1,000	1,000
2932 Mileage	883	1,032	1,400	1,400	1,400
Total Services & Supplies	63,814	65,501	64,287	64,287	64,287
Charges From Departments					
5310 I/T Employee Group Insurance	22,525	22,939	32,723	32,723	32,723
5552 I/T - MIS Services		4,429	4,515	4,515	4,515
5556 I/T - Professional Services	10,221	1,549	2,500	2,500	2,500
5844 I/T Training	150				
Total Charges From Departments	32,896	28,917	39,738	39,738	39,738
Gross Budget	846,693	896,618	1,139,642	1,139,642	1,139,642
Less: Charges to Departments					
5002 I/T - County General Fund	(307,609)	(320,799)	(332,345)	(332,345)	(332,345)
5008 I/T - County Office Bldg Fund	(101,279)	(101,907)	(147,122)	(147,122)	(147,122)
5011 I/T - Public Safety Fund	(4,629)	(5,043)	(11,416)	(11,416)	(11,416)
5026 I/T - Advertising & Promotion Fund	(4,546)	(2,693)			
Total Charges to Departments	(418,063)	(430,442)	(490,883)	(490,883)	(490,883)
Net Budget	428,630	466,176	648,759	648,759	648,759
Less: Revenues					
8293 Facility Services Admin Support	(494,906)	(485,484)	(648,759)	(648,759)	(648,759)
8761 Insurance Refunds		(86)			
Total Revenues	(494,906)	(485,570)	(648,759)	(648,759)	(648,759)
Net County Cost	(66,276)	(19,394)			